



DEPARTMENT OF THE NAVY  
THE MASTER CHIEF PETTY OFFICER OF THE NAVY  
2000 NAVY PENTAGON  
WASHINGTON DC 20350-2000

1400  
N00D  
9 Jan 2015

MCPON GUIDANCE MEMORANDUM (MGM) #2015 - 01

Subj: GUIDANCE REGARDING RECOGNITION AS HONORARY U.S. NAVY  
CHIEF PETTY OFFICER

Ref: (a) SECNAV M-5210.2 dtd July 2012

Encl: (1) Master Chief Petty Officer of the Navy Honorary Chief  
Petty Officer Request Form

1. Purpose. To provide guidance for selection and recognition of Honorary Chief Petty Officers (HCPO) within the Office of the Master Chief Petty Officer of the Navy (MCPON).

2. Background. MCPON has deemed this office as the primary command center for all requests, approvals and acknowledgments. This memorandum standardizes and amplifies the criteria for selection of HCPO recognition.

3. Action.

a. Authority. Only the MCPON may authorize Honorary U.S. Navy Chief Petty Officer recognition.

b. Qualifying Recommender. Requests utilizing enclosure (1) must be initiated by the Command Master Chief (CMDCM), Chief of the Boat (COB), Command Senior Chief (CMDSC), or Senior Enlisted Advisor (SEL), and forwarded through the respective Force Master Chief (FORCM), and Fleet Master Chief (FLTCM).

c. Qualifying Requester. FORCMs and Echelon 2 CMDCMs with Direct-Report relationship to MCPON (i.e. BUMED, CNIC, SPAWAR, etc.) may provide requests to MCPON's Executive Assistant.

d. Disapproval. Echelon 2 CMDCMs, FORCMs, and FLTCMs may disapprove requests at their level if insufficient justification exists to support recognition. If such action is warranted, respective Echelon 2 CMDCM, FORCM, or FLTCM will notify requestor and MCPON's Office of disapproval.